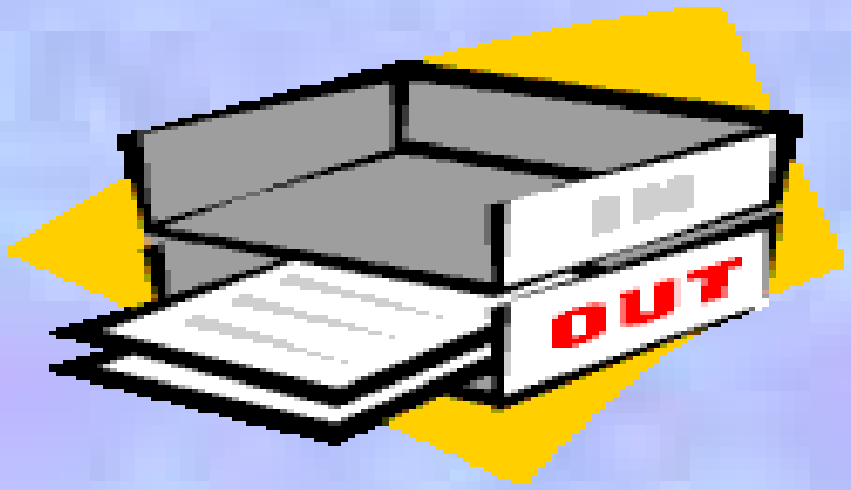
The NCO's Role in Dental Clinic Management



MAR 04

Terminal Learning Objective (TLO):

Determine the role of the role of the non- commissioned Officer In Charge (NCOIC) of a Dental Clinic and the administrative procedures to effectively manage personnel and equipment in a dental facility IAW Director of Dental Services Commanders Guide, AR 600-200, FM 7-22.7, TC 8-20-1.

Enabling Learning Objectives

Given information pertaining to managing a military dental clinic select the routine responsibilities of an NCOIC of a dental clinic IAW Director of Dental Services Commanders Guide, AR 600-200, FM 7-22.7, TC 8-20-1.

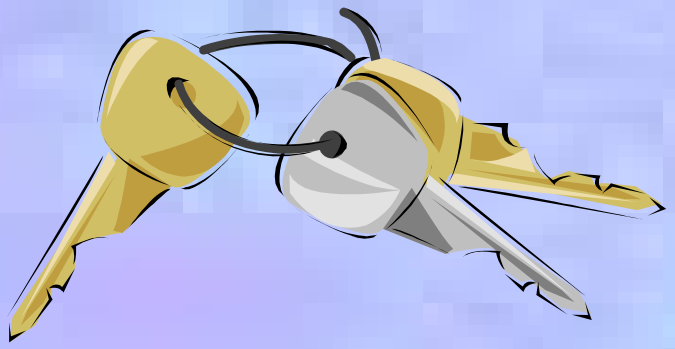
b. Given information pertaining to managing a military dental clinic identify the need for a chain of command and an NCO support channel and how it assists the NCOIC in leadership and

NCO’s routine responsibilities within a dental clinic

The NCO's Daily Procedures Within a Dental Clinic

Most important daily function

PHYSICAL SECURITY



Key control log

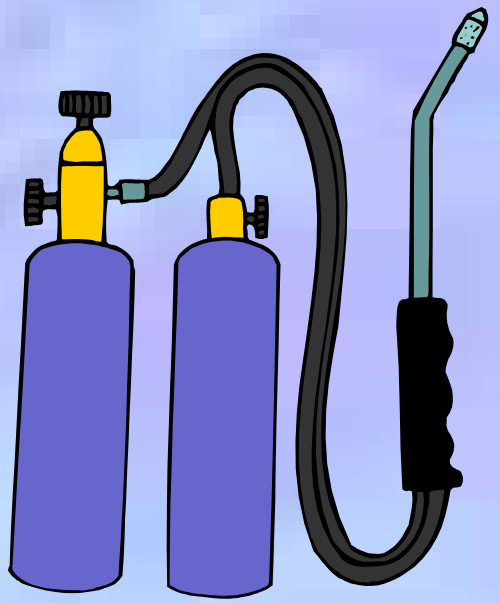
**Supply room key (checked out
on DA 5513-R)**

Manage equipment and supplies

One-on-one communication with OIC on daily operations

Issue needles, hand pieces, and amalgam (as needed)

Check and sign oxygen tanks



Check personnel for time & attendance proper attire

Check training schedule

Manage/oversee charge of quarters program Instructions etc

Call in status report to HQ for accountability of personnel

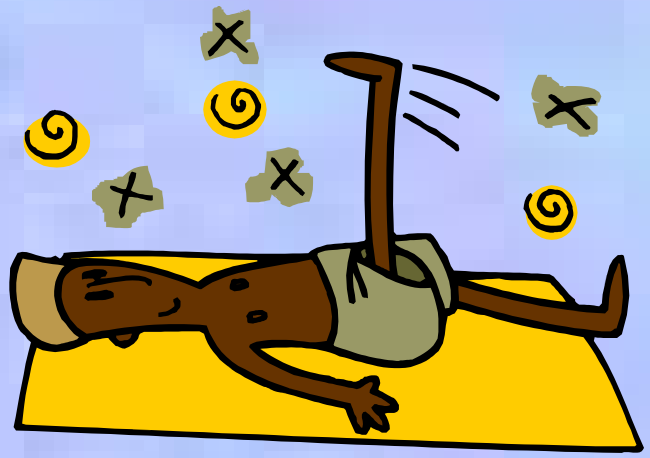
Manage/oversee/inp

The NCO's Weekly Procedures Within the Dental Clinic

- **Common Task Training (CTT)**

- **Physical fitness Training**

- **Work Orders**

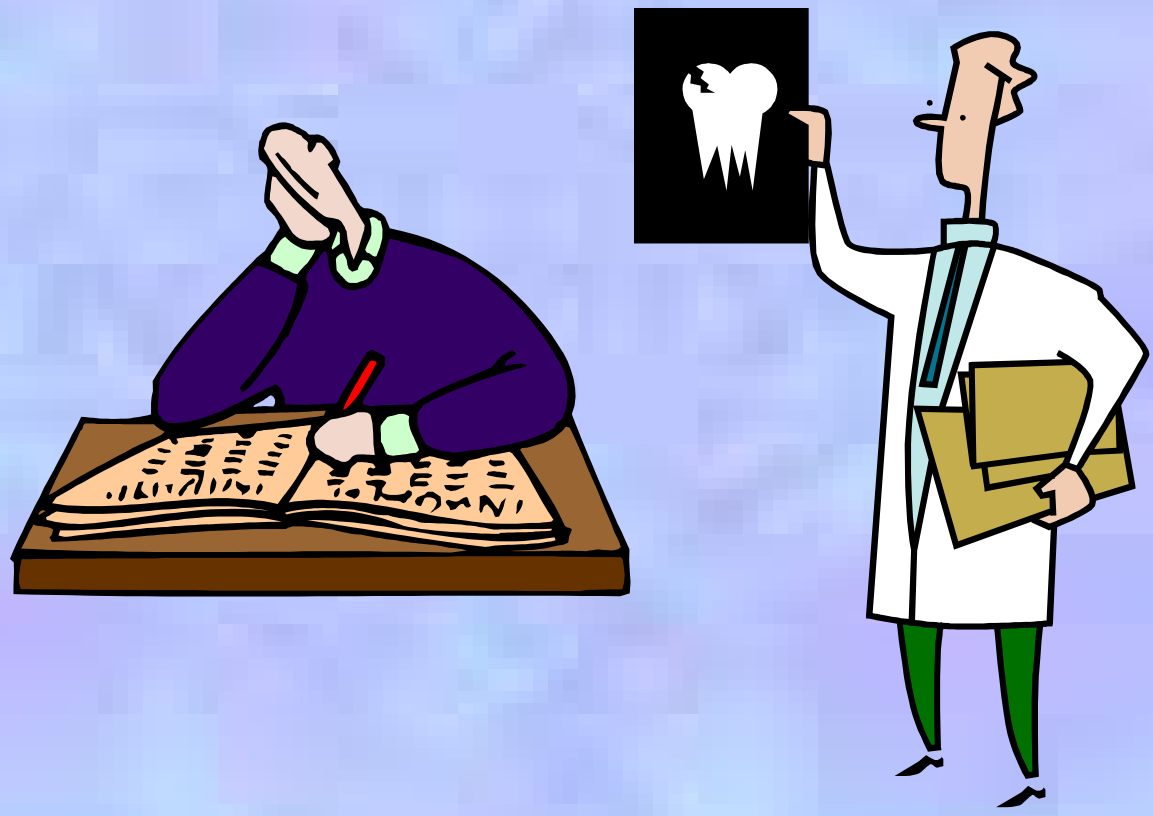


- **Read and update bulletin board**
- **CDA reports**
- **UCAPERS**

The NCO's Monthly Procedures Within the Dental Clinic

- **Noncommissioned Officer Development Program (NCOC**

- **Review x-ray retake log**



- **Ensure monthly reports are completed**

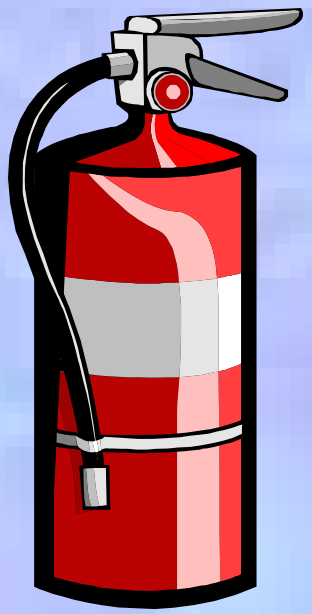
Clinic Procedure Report (CDA)

Manpower Report (UCAPERS)

Turn in Time Cards for civilian employees weekly)

Inspect the fire

extinguisher



- **Inspect the Automated External Defibrillator**

- **Check expiration date on all meds.**

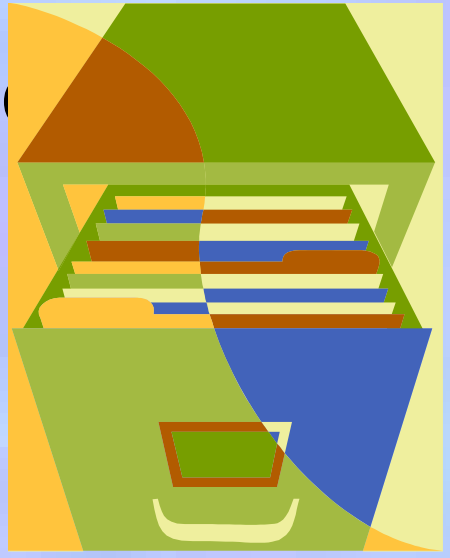
The NCO's Quarterly Procedures Within the Dental Clinic

Quarterly Counseling

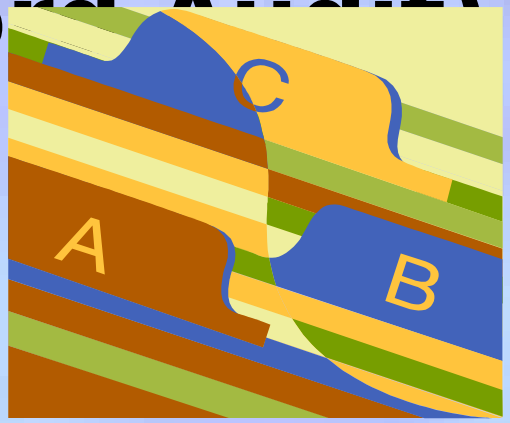
- Discuss strengths, weakness and ways to improve

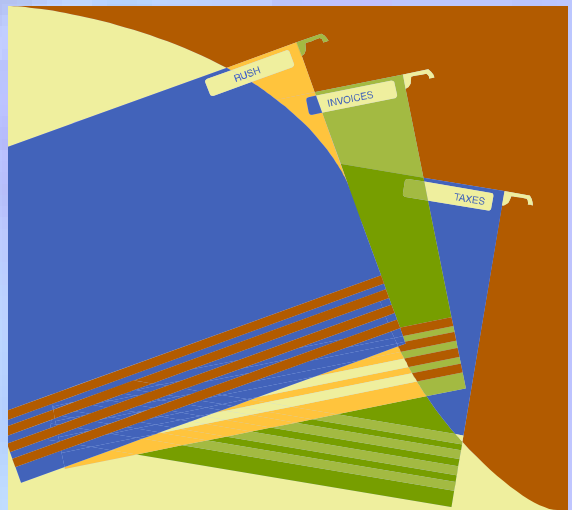
- Encourage increased responsibilities., i.e. boards, CDA, CDT, college etc.,

- Conduct inventory of equipment on hand receipt



- Conduct accountability of dental records (Record Audit)





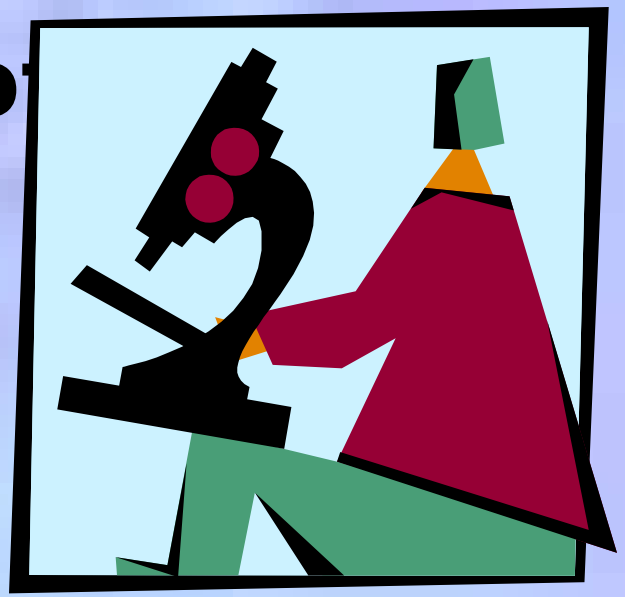
- Coordinate with dental liaisons and obtain current rosters

- Make corrections on dental records

- If applicable turn-in accountable items i.e. scrap amalgam, gold etc.,

The NCO's Biannual Procedures Within the Dental Clinic

- **Turn in lead aprons to the radiology department for fluoroscope check. This ensures the integrity of the apron has not been compromised d)**



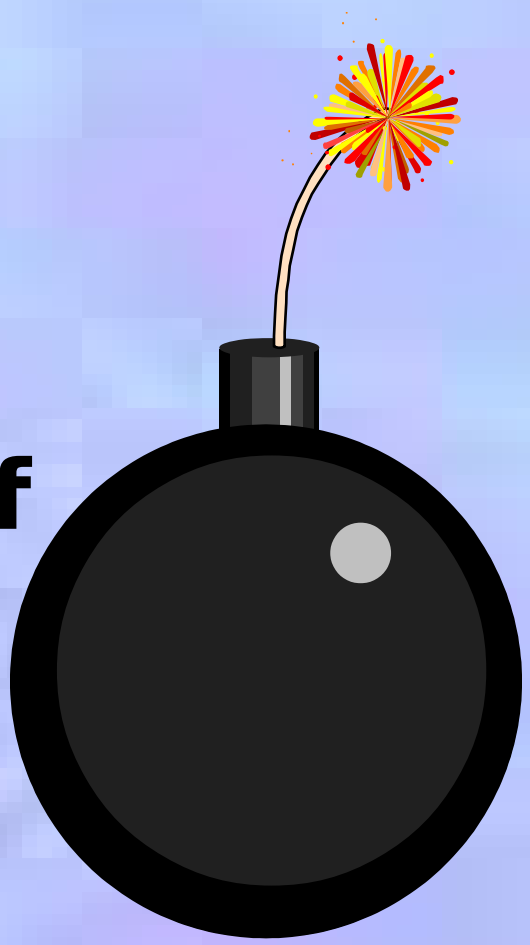
- **Rotate locks on cabinets and safes**

- **Conduct a 100% key inventory –**

- **reissue keys**

The NCOs Annual Procedures Within the Dental Clinic

- Coordinate with post safety officer perform a safety check of the facility, and/or bomb alert evacuation training



- Coordinate with

- **Ensure that all employee performance appraisals are completed**

- **Update any changes to the clinic SOP**

- **Correct Category II Command Information Program (CIP) findings and keep the results on file**

Chain of Command and the NCO Support Channel

- **The chain of command and the NCO support channel are avenues of communication used to pass information within the unit**

- Neither is a one-way street, nor are the two entirely separate. In order for the chain of command to function, the NCO support channel must be in action

- **Prior to 1977, the NCO support channel was regarded as informal. On 20 December 1996, a change in AR 600-20 formalized the NCO support Channel**

If an NCO wants to be an effective leader, he/she must use the chain of command.

Questions?

Review of Main Points

- Routine responsibilities of the Dental Clinic NCOIC

- Chain of command and the NCO support channel